



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF FUNERAL SERVICES

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PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Tuesday, October 28, 2014, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	November 25, 2014

MEETING MINUTES

MEMBERS PRESENT

Chad Chandler, Professional Member, President
S. Keith Parsell, Professional Member
Danna Levy, Public Member
Duwayne Casini, Professional Member
Mary Byrd, Public Member
Bill Torbert, Professional Member (left meeting at 12:38 pm)
Jane Hovington, Public Member

MEMBERS ABSENT

None

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Kevin Maloney, Deputy Attorney General
Sheryl Paquette, Administrative Specialist III
Gayle MacAfee, Deputy Director

OTHERS PRESENT

R. E. Williams

CALL TO ORDER

Mr. Chandler called the meeting to order at 10:03 a.m.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the September 23, 2014 meeting. Mr. Parsell made a motion, seconded by Ms. Hovington, to approve the minutes. By majority vote, the motion carried, with Mr. Casini, Ms. Byrd, and Mr. Torbert abstaining.

ADOPTION OF THE AGENDA

Mr. Parsell made a motion, seconded by Ms. Byrd, to amend the agenda to include an application from Mr. Spencer Groff for licensure as a Funeral Director. By unanimous vote, the motion carried. The amended agenda was adopted into the record.

UNFINISHED BUSINESS

Derrick E. Gore – Final Order & Letter of Reprimand – The order was signed by Mr. Chandler. Both the order and letter of reprimand will be sent to Mr. Gore promptly.

NEW BUSINESS

RATIFICATION OF LICENSURE

None

REVIEW OF RESIDENT INTERN REPORTS

Sara E. Chandler (3rd and 4th quarterly reports)

Mr. Parsell reviewed the reports. Mr. Parsell made a motion, seconded by Ms. Levy, to approve the reports as presented. By majority vote, the motion carried, with Mr. Chandler recused.

REVIEW OF APPLICATIONS FOR LICENSURE

Sara E. Chandler, Funeral Director

Mr. Parsell reviewed the application. Mr. Parsell made a motion, seconded by Ms. Levy, to approve licensure of Ms. Chandler contingent on her passing the state exam. By majority vote, the motion carried, with Mr. Chandler recused.

Passion Tilghman, Funeral Director

Mr. Chandler reviewed the application. Ms. Byrd made a motion, seconded by Ms. Levy, to approve licensure of Ms. Tilghman contingent on her passing the state exam. The motion passed unanimously.

Cremation Services of Delaware, Funeral Establishment Permit

Mr. Chandler reviewed the application. Mr. Parsell made a motion, seconded by Ms. Levy, to approve the Funeral Establishment Permit for Cremation Services of Delaware. The motion passed unanimously.

Spencer Groff, Funeral Director

Mr. Parsell reviewed the application. Mr. Parsell made a motion, seconded by Ms. Hovington, to approve licensure of Mr. Groff. By majority vote, the motion passed, with Mr. Casini voting no.

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

National Funeral Directors & Morticians Association, Inc. October 28, 2014

Crematory Operations Certification Program, Requesting 6 CEUs

Mr. Parsell reviewed the application for continuing education and made a motion, seconded by Ms. Byrd, to approve it as submitted. The motion carried unanimously.

Regulatory Support Services, Inc. various dates

Breaking the Chain of Infection, Requesting 1 CEU

Compliance with HazCom 2012 / "Why Do I Need an SDS for That?", Requesting 1 CEU

Pushing the Envelope – OSHA Enforcement, Requesting 1 CEU

Funeral Packages and Special Charges, Requesting 2 CEUs

Mr. Parsell reviewed the applications for continuing education and made a motion, seconded by Mr. Torbert, to approve them as submitted. The motion carried unanimously.

COMPLAINT UPDATES AND CONSENT AGREEMENTS

COMPLAINT UPDATES

None

HEARING OFFICER RECOMMENDATIONS

None

CONSENT AGREEMENTS

None

CORRESPONDENCE

None

JOINT SUNSET REVIEW PROCESS

The Board continued to work on all proposed changes and/or additions to their statutes. During this time, the Board also discussed the state exam that is given for licensure. The Board asked Ms. Paquette to find out if they can review the exam questions. She will bring this information to the next meeting.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

None

PUBLIC COMMENT

None

NEXT MEETING

The next Board meeting will be held on Tuesday, November 25, 2014, at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Byrd made a motion, seconded by Mr. Parsell, to adjourn the meeting at 12:52 p.m. The motion to adjourn carried unanimously.

Respectfully submitted,



Sheryl Paquette
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.